

Grant Process

Step 1: Pre-Application Meeting

Applicants are encouraged to request a meeting with City staff to review the Grant process.

Step 2: Application Submittal

After the pre-application meeting, submit the Outdoor Dining Furniture Grant Program application, Administrative Design Review application and Encroachment Permit application along with required documentation and plans.



Step 3: Eligibility Determination

Once the applications have been submitted, City staff will review all submitted documents to verify grant eligibility.



Step 4: Grant Approval

If the grant application is approved, City staff will call applicant advising them of grant approval.

Step 5: Agreement Execution & Notice to Proceed

Following the approval of the grant application, administrative design review approval, and encroachment permits required for outdoor dining, the Applicant shall execute a Participation Agreement.

Step 6: Issuance of Payment

Upon submittal of receipts by applicant, City shall issue a reimbursement payment of actual costs up to the approved maximum grant awarded.

Please feel free to contact us during your pre-planning process if you have any questions.

Visit the City's Community Development Department at 150 City Park Way or call 516-5405 to learn more about the program and application process. We would be happy to assist you.

- Peggy Trudell, Senior Community Development Technician
ptrudell@brentwoodca.gov
925-516-5187

Apply Today!

Outdoor Dining Furniture Grant Program is administered by:



150 City Park Way
Brentwood, CA 94513
Phone: 925-516-5405
Fax: 925-516-5407



**Outdoor Dining
Furniture Grant
Program**
2014-2015

Outdoor Dining Furniture Grant Program

Purpose

The City of Brentwood is proud to offer the Downtown Outdoor Dining Furniture Grant Program that provides grants to Downtown restaurants to purchase high quality outdoor dining furniture for use in the street and/or sidewalk areas and to complement and enhance Downtown revitalization efforts.

Program

Downtown restaurants and eating establishments that desire to use the City's public right-of-way for outdoor dining can apply for grant funds to help purchase quality outdoor dining equipment. The program contains the following components:

1. The City will grant funds to businesses on a first-come, first-serve basis. In the 2014-2015 fiscal year, this program will have a grant pool of \$5,000.
2. Funds can be granted to individual businesses to assist in the purchase of furniture for outdoor dining once every 3 years.
3. The business receiving the grant will be required to utilize the street and/or sidewalk right-of-way for an ongoing, consistent basis (for example, from April to October), subject to approval of all required permits.



4. The business will be responsible for selecting a vendor to purchase the furniture, and the furniture must meet the standards outlined in the City's Municipal Code Chapter 17.900.
5. If the business ceases operation, the furniture and equipment purchased with grant funds can be transferred by the grantee to another program applicant with the approval of City staff. Alternatively, if the furniture and equipment are in good condition, it shall be returned to the City.



Grant Amount

- Funds are provided on a first-come, first-serve basis following receipt of a completed application and determination of eligibility.
- An approved applicant could be granted up to \$2,500 to assist with the purchase of outdoor dining furniture and equipment.
- Any expenditure which exceeds the grant amount shall be the sole responsibility of the applicant(s).

Eligible Participants

- Applicants must operate a business on the ground floor within the Downtown Core District zone as defined by the Downtown Specific Plan.
- The applicant is required to have a current City business license and must verify that there are no code enforcement actions currently active against the building or the business.



Participation Agreement

- Applicants shall be required to execute an Agreement after approval of their grant application package and after applicants pay any permits required for outdoor dining.

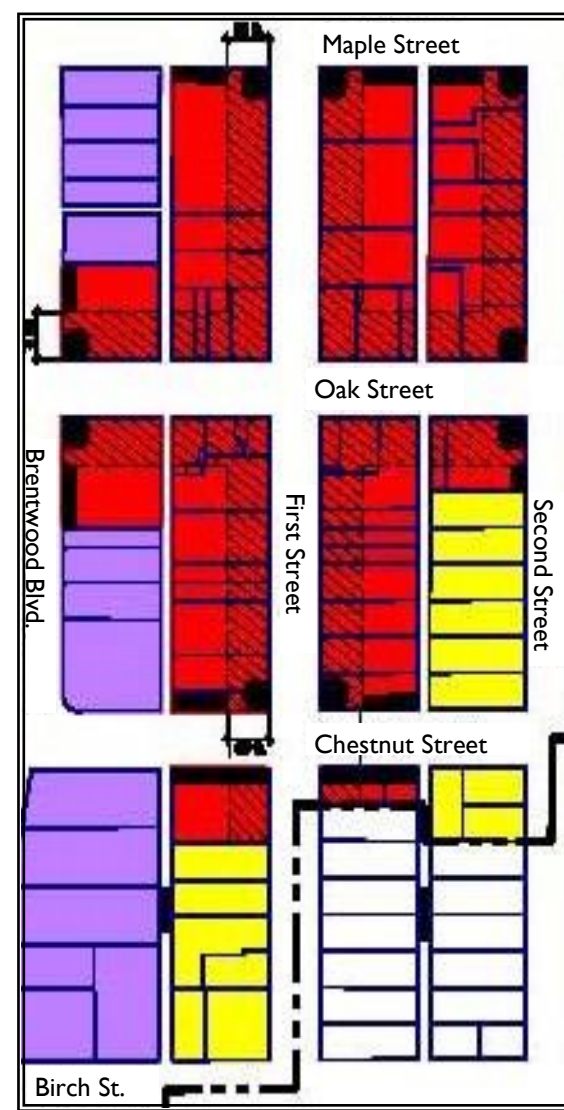
Eligible Equipment

- Items eligible for grant funds include tables, chairs, umbrellas, umbrella stands, fencing, portable heaters, and large planter pots. Furniture and other items must meet the design standards set forth in the City's "Standards for Outdoor Dining in Public Right-of-Way" (Municipal Code Chapter 17.900).

Ineligible Equipment

- Items ineligible for grant funds include, but are not limited to, plastic furniture, bollards, table top accessories and application and permit fees and bonds.

Downtown Core Area



 Downtown Core Streets